

Durham Civic Center Authority Meeting Minutes

Tuesday, November 20, 2007

8:00am

The meeting was called to order at 8:00am with the following members present/absent:

Present: Angie Elkins, Patrick Byker, Robert Sinclair, Billy Ruffin and Rob VanDewoestine

Absent: George Stanziale, Al Bass

Owner's representation: Heidi York, Al Walker, Karmisha Wallace, Sharon DeShazo, and Sheila Huggins

Management Company present: Ken Lile, Dave Messinger and Jamie Frydlo

Motion of approval for October 20, 2007 minutes moved by Patrick Byker, seconded by Billy Ruffin, voted and agreed upon by all.

Incomplete Action Items from October meeting

- Mr. Stanziale will confirm the status of assistance from Kenan-Flagler on the Civic Center business plan and provide an update to the Authority. [Mr. Stanziale did not attend November meeting to provide an update.](#)
- Request for General Services to provide the breakdown, final cost of the HVAC and verification of timeline to be able to suggest Shaner's participation. (Ms. Wallace is waiting on the scope for the HVAC and gave Mr. Lile the dollar amount for the HVAC). [Total current project and design cost was presented at the meeting. A meeting with the CMAR is scheduled for November 20, 2007 to discuss and review construction access, schedule update and ADA work to be performed.](#)
- Air walls are not included in the PGMP; is there funding availability for Air Wall replacement vs. repair? [Airwalls are an add-alternate in current project funding. If bids come in lower than anticipated and funding is adequate, replacement of airwalls will be added to the current project. Currently there is funding available to repair the airwalls at the said estimate of \\$90,000 through a budget carryover of funds unspent from 2006/07 budget.](#) The Carryover request for Council approved "Air Walls" for repairs in November which funding is transferred to the Civic Center fund ready for execution.
- Ms. York will propose a meeting to discuss Shaners contribution to the HVAC CIP project.
- What is the "mission statement" of the Civic Center, which would provide guidance in what we do? Ms. Wallace will look into the history of a mission statement in the original request for funds to build the Civic Center. Mr. VanDewoestine will check the Johnson consulting study to see if it stated a mission. [The Authority agreed to use the current City and County missions statements for the Civic Center to include in the Business Plan](#)
- Mr. Messinger will provide a CIP list to submit for discussion at the November meeting. [Mr. Messinger provided the 2008 – 09 Civic Center CIP request to be](#)

included with the current unfunded 5.6m request, which will be implemented by General Services.

Action Items from November meeting

- Harmon Crutchfield, General Services to provide funding on scope of work for Capital Project.
- Feedback from the Authority on the three-year business plan draft is anticipated for discussion at November's meeting. Management Company to include the Durham Civic Center in competitive analysis and add a projection for 2011. [Mr. Frydlo gave an update on the Business Plan with no additional feedback from the Authority.](#)
- Ms. DeShazo to contact Mr. Lynch, senior project manager on conversations with Skanska at Mr. Liles request to ensure that both restrooms are not out of service for two months. The desired completion date is the end of January and the must date is the end of February.
- Ms. DeShazo to execute process for using approved carryover funding.
- Mr. Crutchfield and Mr. Al Walker of City of Durham General Services will work together to produce a unified 2008/09 CIP request. The list submitted today by Dave Messinger will be compared with the present CIP unfunded list.
- Request for a written resolution on the ADA issue of construction to be performed on the male and female toilets in the Civic Center.
- Ms. DeShazo will obtain the total design costs for the HVAC to include the work done by HEERY

Meeting Details

Capital Project Update: Presently the project is within budget and on schedule. The total re-bid held on October 25 is being assessed for compliance and due to be finalized at a meeting with EO/EA on Friday, November 16, 2007. EO/EA are evaluating whether the SDBE participation goals were sufficiently achieved as required by City policy. General Services Department will work with the City Managers Office to execute the amendment #2 (construction phase) agreement by December 7 to maintain the CM@R's schedule. The CM@R has completed scope discussions with all bidders and will propose further Value Engineering items which may allow acceptance of the add alternate for renovation of the pre-function corridor. Presently, we are still on schedule to issue the CM@R's construction phase contract for City Council approval by December 10, 2007.

Ballroom Air Walls: There is concern regarding the validity of the quote provided by David Messinger because the successful bidder for the Exhibit Hall air wall partitions, who originally installed the system recommends replacement in lieu of repair due to present condition. The successful bidder will be installing the air walls in the Exhibit Hall. It would make sense to have a quote from the same supplier. The funding source for replacement has not yet been determined.

- Discussion of scheduling ADA work to be performed January 25, 2008 through March 30, 2008 on Civic Center toilets. Ken Lile has a conflict with the original due to large special events scheduled during late January and is concerned about

restroom availability while work is being preformed. There is a large event scheduled for February 6, 2008. Micheal Lynch provided a new phasing schedule from Skanska to reduce impact for the special events. We will receive more detail with the final GMP. The new schedule did not reflect a response of Mr. Liles request.

- Meeting set with senior project manager, CMAR, Management Company and City and County representatives to discuss phasing of the project.
- Skanska requested a schedule of updated special events to assist in reducing impact on Civic Center activities.
- A plan needs to be developed for the sharing of loading dock space between CMAR/Skanska and Shaner during the construction period. Is there liability involved with construction of temporary fencing? Ken was informed via email through Micheal Lynch that Skanska would contact him for discussion. A meeting was scheduled with Ken Lile. Skanska and Ms. DeShazo to review construction plans and distribute minutes.
- Options for air walls (ballroom partitions) repair/replacement were discussed. The air walls presently have documented safety issues. The options are:
 - Dave Messinger to submit a purchase requisition to General Services for repair based on his repair quote of \$90,000
 - Wait on recommendation from Skanska on repair/replacement
 - Will not do a repair – do what's necessary for a replacement at a time when funds are available
- The Authority and the Owners representatives agreed to move forward on recommendation of air wall repairs since the carryover-funding source has been approved by City Council and is in place for use. The recommendation is to begin the process.
- CPI for Parking has been discussed with Shaner. Final numbers will be decided when October figures are in. Payments are scheduled to begin in January 2008 and underpayments will be paid completely over the course of time.
- CIP process for 2008/09 to begin in December 2007 - All CIP projects are required for submission in the CIP database no later than December 31, 2007. Dave Messinger submitted the Civic Center 2008/09 CIP request per the Budget timeline. Two items from the 2007/08 submission were completed through a budget transfer leaving the \$133,930 at \$68,300. The automatic doors to the banquet hallway and the loading dock roll-up doors were completed. The new request will be combined with existing General Services Civic Center list.

Management Report

- October revenues are better than forecasted. Revenues are \$313,631, which are \$80,477 over prior year. Audio Visual revenue is higher than anticipated at \$53,923 and \$29,026 over prior year. This amount is primarily derived from three groups. Revenues are currently \$147,801 ahead of budget. Expenses this month are affected by a claim against the facility (unallocated expenses); a difference of \$11,347 from prior year. Civic Center still on target with budgeted net income at \$10,000 better.
- Sales for Sports events doing well for October – lots of team meals and meetings.

Business Plan

No report on the UNC Kenan-Flagler business plan participation from George Stanziale.

No additional feedback received on the three year Business Plan from the Authority. The last comment received was to include the Durham Marriott at the Civic Center within the Competitive Analysis. Discussion of the plan and budget forecast (forecasting a deficit within 5%). Next year will be going up against a new facility in Raleigh.

Agenda for next meeting

- Status of incomplete action items from October meeting and added November action items.
- Civic Center Scope of work
- Execution of approved carryover funding
- Kenan-Flagler update